

## DEPARTMENT OF SOCIAL SERVICES

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October 24, 1980

ALL-COUNTY LETTER NO. 80-62

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: COUNTY WELFARE DEPARTMENT ADMINISTRATIVE EXPENSE CLAIM

REFERENCE:

This is to provide time study instructions for the October-December 1980 quarter. Included are instructions applicable to the AFDC-BHI Program, Indochinese/Cuban Refugee Programs, and Cuban/Haitian Entrants (Status Pending).

The Social Services Time Study (DFA 46) and the Eligibility/Nonservice Time Study (DFA 43) have been revised effective October 1980. Additional claiming instructions and other necessary form revisions will be provided in December.

AFDC-BHI

On June 17, 1980, the President signed into law, Public Law 96-272 (HR 3434) which changes the existing Title IV-A foster care assistance program for needy and dependent children (AFDC-BHI Program).

One significant aspect of this law is the separation of the foster care assistance program from the AFDC-FG and U Programs. This is accomplished by 1) the provision of a potential ceiling on federal funding for foster care assistance and 2) the authorization for amending Title IV of the Social Security Act by adding "Part E - Federal Payments for Foster Care and Adoption Assistance."

Therefore, in order to meet impending federal requirements, effective October 1, 1980, the DFA 43 Eligibility/Nonservice Time Study has been revised to separately identify all time spent by eligibility staff performing eligibility determinations and grant maintenance functions for the AFDC-BHI Program. Revised time study instructions are as follows:

#### Line P1 AFDC-BHI - Intake

Functions include: screening, approvals, denials, and other dispositions of requests for aid including restorations, budget computations, authorizing actions, EPSDT and Child Support referrals, certification through home visits, intercounty transfers, and program status changes.

#### Line P2 AFDC-BHI - Continuing

Functions include: budget computations, terminations, authorizing actions, redeterminations, overpayment computations and adjustments, fraud referrals, child support and EPSDT referrals, home visits, appeals and fair hearings.

Line A AFDC of the DFA 43 will continue to be used for recording time spent by eligibility staff performing eligibility determinations and grant maintenance functions for the AFDC-FG and AFDC-U Programs.

#### Indochinese/Cuban Refugee Program

All-County Letter No. 80-39 notified counties that DSS was awaiting formal instructions and/or regulations authorizing reimbursement under the Refugee Act of 1980. We have now received additional program instructions for implementation of the Refugee Act of 1980 which makes major revisions to the present Indochinese Refugee Program.

The revisions include extending rules currently applicable to IRAP, including the rules for funding, to refugees regardless of their national origin. To accomplish this change the existing program name of "IRAP" is eliminated and replaced by the name "Refugee Resettlement Program." Refugees eligible under the Refugee Resettlement Program include Indochinese, Cubans who entered the country on or after October 1, 1978 and other refugees as will be designated by DSS. This does not include other aliens not covered under this program such as Cuban/Haitian Entrants (status pending) or applicants for asylum.

However, the Cuban Phasedown Program is still in effect. This program applies only to those Cuban refugees who entered the country prior to October 1, 1978.

Please note that the most significant change from last quarter is the inclusion of the non-phasedown Cuban Refugee activities within the Refugee Resettlement Program (formerly IRAP) rather than the Cuban Program Phasedown (formerly Cuban Refugee Program).

While we hope these changes will not be subject to any further revisions in the near future, we cannot provide any assurances. At this time, the Federal Office of Refugee Resettlement has not finalized the fiscal reporting requirements for these programs. However, we will continue to pursue a simplified claiming process.

Effective October 1, 1980 time study instructions have been revised to reflect these changes:

## REFUGEE RESETTLEMENT PROGRAM (RRP)

1. Social Services Activities - DFA 46

All time spent providing social services as outlined in ACL 80-29 (including IHSS County Providers/Supervision and staff activities/service arrangement) to refugees should be charged to Line I, Refugee Resettlement Program, of the DFA 46, Social Services Time Study.

2. Eligibility and Nonservice Activities - DFA 43

## a. Refugee Resettlement Program - Medical Assistance

All time spent performing eligibility determinations and grant maintenance functions for refugees for Medically Needy Only (MNO) and Medical Indigent (MI) programs should be charged to Line I, DFA 43, Eligibility and Nonservice Time Study.

## b. Refugee Resettlement Program - AFDC

All time spent performing eligibility determination and grant maintenance functions for refugees for AFDC should be charged to Line J, of the DFA 43, Eligibility and Nonservice Time Study.

## c. Refugee Resettlement Program - Non-AFDC

All time spent performing eligibility determinations and grant maintenance functions for refugees ineligible for AFDC should be charged to Line K of the DFA 43, Eligibility Nonservice Time Study.

## CUBAN PROGRAM PHASEDOWN (CPP)

1. Social Services Activities - DFA 46

Title XX services provided to phasedown Cuban refugees should continue to be charged to the appropriate Title XX service.

2. Eligibility and Nonservice Activities - DFA 43

## a. Cuban Program Phasedown - Medical Assistance

All time spent by workers performing Medically Needy Only (MNO) and Medical Indigent (MI) eligibility determinations and grant maintenance functions for those Cuban refugees (phasedowns) who entered the country prior to October 1, 1978, should be charged to Line L of the DFA 43, Eligibility Nonservice Time Study.

## b. Cuban Program Phasedown - AFDC

All time spent performing AFDC eligibility determinations and grant maintenance functions for those Cuban refugees (phasedowns) who entered the country prior to October 1, 1978, should be charged to Line M, of the DFA 43, Eligibility Nonservice Time Study.

c. Cuban Program Phasedown - General Relief

All time spent by workers performing county general relief eligibility determinations and grant maintenance functions for those Cuban refugees (phasedowns) who entered the country prior to October 1, 1978, should be charged to Line N, of the DFA 43, Eligibility Nonservice Time Study.

FEDERAL REPORTING REQUIREMENTS

In response to the federal requirement of separately reporting refugees by national origin, we recommend that counties note time spent on Cuban refugees (who entered the country on or after October 1, 1978) in the margin of the DFA 43, Refugee Resettlement Program, Lines I, J and K, and in the margin of the DFA 46, Refugee Resettlement Program, Line I. To ensure consistent and accurate case identification statewide, we recommend using a secondary/back-up time study. Specifically, staff should record time spent on these cases to Lines I, J and K of the DFA 43 and Line I of the DFA 46.

CUBAN/HAITIAN ENTRANTS (STATUS PENDING)

Although special federal funds for reimbursement of the state/county share of cost for Cuban/Haitian Entrants are still not currently available, the state is continuing to press for full federal reimbursement of all state/county costs.

Therefore, it is necessary to continue to separately identify those cases that qualify as Cuban/Haitian Entrants (status pending) to receive any available funding. Please follow previous instructions recommended in All-County Information Notice I-80-80.

All questions concerning the refugee programs should be directed to the Refugee Services Management Bureau, at (916) 322-3141. Any other questions regarding this letter should be referred to the County Fiscal Administration Bureau, Department of Social Services at (916) 445-7046.

Sincerely,

*Bryan A. Smith*

for CLAUDE E. FINN  
Deputy Director  
Administration

cc: CWDA